

Centers for Disease Control and Prevention
Centers for Public Health Preparedness (CPHP) Program

2005-2006 CPHP Exemplar Group Charter
Graduate Student Epidemiology Response Programs

PURPOSE

State and local health departments occasionally need workforce surge capacity to investigate outbreaks and for other short-term projects, and could greatly benefit from student volunteers and links with academic institutions. In turn, participation by health sciences graduate students in the areas of federal, state, and local applied public health can provide them with opportunities to augment their academic studies and gain practical experience in state and local health department settings. The Institute of Medicine 2002 report, *The Future of the Public's Health in the 21st Century*, outlined the need for service learning experiences and integrated interdisciplinary learning opportunities for public health students. The criteria for service learning are: 1) service that is both relevant and meaningful to all stakeholder parties must be provided in the community, 2) the service must not only serve the community but also enhance student academic learning, and 3) the service must also directly and intentionally prepare students for active civic participation in a diverse democratic society.

Graduate student epidemiology response programs (GSERP) recruit and place students in state and local health departments to assist with outbreak investigations and other short-term applied public health projects. Getting experience in a public health practice setting while in graduate school could provide students with more interest in and knowledge about pursuing a career in the public sector.

The purpose of the GSERP Exemplar Group is to produce a toolkit that provides guidance for other schools, public health agencies or organizations that are interested in implementing graduate student epidemiology response programs at their home institutions. Specifically the toolkit will: (1) provide information about the existing programs that are in operation at Schools of Public Health with CPHPs (2) description of the issues pertaining to program development, implementation, and sustainability; (3) summarize/list the training materials used for these programs; (4) compare the features of the various programs; and (5) create a 1-page document highlighting the value of GSERP.

MEMBERSHIP

General Membership

Exemplar Group members are subject matter experts and others with knowledge of CPHP program activities relevant to the group's charge. Members are responsible for soliciting and disseminating information from workgroup session to others within their CPHPs and include:

NAME	ORGANIZATION/ROLE	PHONE	EMAIL
Laura Biesiadecki	ASPH	202-296-1099 Ext: 152	lbiesiadecki@asph.org
John "Mack"	Ohio State Univ. /member	614-293-3919	mcrawford@sph.osu.edu

Crawford			
Kate Fleming	ASPH	202-296-1099	kfleming@asph.org
John Herbold	UT at Houston/member	210-562-5509	john.r.herbold@uth.tmc.edu
Kristy Lillibridge	UT at Houston/member	713-500-9358	kristy.m.lillibridge@uth.tmc.edu
Pia MacDonald	UNC/leader	919-843-3415	pia@email.unc.edu
Anjum Hajat	UNC/member	919-834-2518	hajat@email.unc.edu
Beth Rada	ASPH/Coordinator	202-296-1099 Ext: 123	brada@asph.org
John Horan	CDC/Subject matter expert		joh3@cdc.gov
Daniel Payne	CDC/Subject matter expert	404-639-8843	DVP6@cdc.gov

Group Organization and Leadership

As determined by the membership of the exemplar group, the following member will serve as the primary points of contact and leadership for the exemplar group.

- Pia MacDonald, University of North Carolina

The exemplar group leadership members will be responsible for finalizing the group's charter as well as other core activities necessary to keep the group on task. The leadership will act as the primary point of contact for the CDC Subject Matter Expert Liaisons and ASPH Coordinator.

See table above for names and CPHP affiliations of group members in leadership roles and roles of all group members, including ASPH and CDC staff liaisons.

STANDARD OPERATING PROCEDURES

Communications

Meetings/conference calls will be biweekly, every other Monday from 3-4 EST. The ASPH coordinator will be responsible for distributing conference call information and materials. The conference call schedule is as follows:

April 11
April 25
May 9
May 23
June 6
June 20

If necessary, the exemplar group members will meet in Atlanta on May 26, 2005.

The exemplar group leadership may meet more frequently via conference call based on project needs. ASPH will be responsible for supporting the calls.

ASPH will support Intranet and workgroup functions to facilitate the sharing of written communication among group members. Group members will be responsible for posting materials to the exemplar group site.

Agenda

Exemplar group meetings will be executed according to a pre-established agenda set by the exemplar group leadership and ASPH program coordinator.

Voting

The exemplar group will work toward developing a consensus on the work plan and the contents of the toolkit. Where consensus cannot be achieved the group will vote to resolve any differences of opinions. The ASPH program coordinator will facilitate voting.

KEY ACTIVITIES

- 1) Develop and finalize exemplar group charter, including a work plan timeline
- 2) Clarify the scope of the information and materials that will be included in the toolkit
- 3) Identify the data elements to be collected for each GSERP program that fits the following criteria:
 - a) be affiliated with a CPHP institution. The term 'affiliated' may be broadly defined as utilizing the shared resources of the institution -- e.g. engaging the CPHP's staff for coordination or expert advice, using the institution's communications system for organization or notification of events, etc.
 - b) require training in order for a graduate student to participate. Training may be in the form of academic course(s), situational-specific training(s), and/or any combination thereof.
 - c) have a formalized system by which epidemiologic support is requested. Such a system may range from having a formal protocol describing each organization's expectations and roles to simply having a pre-established contact who has received instruction on what to do/who to contact when an epidemiologic support request is made.

The GSERP does not necessarily have to:

- a) reside in a School of Public Health
 - b) have a certificate program
 - c) activate based only upon a Department of Health request
- 4) Survey programs
 - a) Obtain standardized information about the existing programs that are in operation at Schools of Public Health and associated with CPHPs
 - Objectives
 - Program implementation
 - Training requirements for students
 - Existing training materials
 - Protocol for placement of students in short-term projects
 - How requests are made and responded to

- Determining the scope of work and deliverables
- Protocol for involvement of students in outbreak activities
 - How requests are made and responded to
 - Determining the scope of work and deliverables
- Protocol for involvement of students in disaster response
 - How requests are made and responded to
 - Determining the scope of work and deliverables
- Challenges faced with program implementation or activities
- Liability issues
- Evaluation plans

5) Compare the specific features of the various graduate student response programs including objectives, program implementation, training requirements for students, training materials, protocols for activating students, liability issues, and evaluation plans

6) Compile materials into toolkit

7) Group review of toolkit

8) Finalize toolkit

Timeline

Exemplar Group Activity	Planned Due Date
Disseminate draft of Charter	March 29, 2005
Revise and finalize exemplar group charter, including a work plan timeline	April 4-11
Clarify the scope of the information and materials that will be included in the toolkit	April 11/25
Review the data elements to be collected for each program	April 18-22
Finalize the data elements to be collected for each program	April 25
Survey programs	April 26-May 16
Summarize survey results	May 17-31
Compare the features of the various graduate student response programs	June 6
Compile materials into toolkit	June 7-15
Group review of toolkit	June 16-20
Finalize toolkit	June 20, 2005